

# PAGLESHAM PARISH COUNCIL

www.pagleshamparishcouncil.co.uk

**CHAIRMAN:**

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## AGENDA

**YOU ARE HEREBY SUMMONED TO THE MEETING OF  
THE PAGLESHAM PARISH COUNCIL,  
TO BE HELD BY AN ONLINE CONFERENCE VIA 'ZOOM'  
ON WEDNESDAY 7<sup>TH</sup> APRIL 2021.  
(COMMENCING AT 6.45 p.m.)**

Chairman's opening remarks.

**1. To record the Members Present:**

- i Councillors:
- ii Members of the Public:

**2. Apologies for absence:**

- i To be received by **the Clerk in person only** via: email, letter and telephone.
- ii To discuss the PPC's acceptance of reasons for absence.

**3. Declarations of Interests**

- i **To receive all declarations of interests including** dispensations under the relevant provision s.33 of the Localism Act 2011.
- ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.**

**4. Public Forum: ( 5 min per person only )**

Councillors, Guests, visiting Ward/County Councillors and questions/statements from members of the public.

**5. To receive the Minutes of the Zoom Meeting of the 3<sup>rd</sup> February 2021.** (as circulated)

To receive:

**6. Matters arising from the Minutes:** (not on the Agenda)

To discuss:

**7. Parish Council Newsletter report:** (Councillors and Representatives of the PPC, PVT, PVPA)

Councillors: Mr K Bench and Mr M Corr's report:

**8. The RDC 'Discover 20/20':** (the 'Beagle Anchor' base, etc).

- i To ratify and resolve the appointment on 16<sup>th</sup> February 2021 of Mark Metson, Metson Architects Ltd as the Paglesham Parish Council's architect.

Proposed by councillors: ....., and seconded by ..... and agreed by all

- ii To record that the services of Metson Architects Ltd and expertise in their professional preparation of the Beagle Anchor Base at the Mission Hall, Is contributed free of charge and on behalf of the community,
- iii The Clerk's report re: a possible other location.

**9. Correspondence:** (emails forwarded and letters and papers received)

- i RDC/EALC/NALC/Police/ECC/libraries/ECC Highways as circulated: (16/03/21 – 17/03/21 – 01/04/21).
- ii Printed Publications and General Information received by the Clerk are available on demand.

**10. Planning:**

- i Delegated Application no 20/01123/FUL 2, Buckland Cottages, Paglesham Road, East End. SS4 2EG (Remove Bricks to Blocked up Window Apertures and Re-instate Windows to Match Existing).
- ii FYI delegated Planning No21/00234/DPDP1 10, Jubilee Cottages, Paglesham Road Paglesham SS4 2DT (Householder Prior Approval for Single Storey Rear Extension. Projection 6.0 m from Original Rear Wall. Eaves Height 3.0 M. Maximum Height 3.0M).

**11. Finance**

- i
    - i To receive the PPC and PVT Financial Statements ending 31<sup>st</sup> March 2021 (to be circulated).
    - ii To receive the PPC Barclays Bank Statements ending February/March 2021 (to be circulated).
    - iii RPC/PVT Statements to be checked against the Bank Statements by Councillors: ..... and .....
  - ii To receive the reconciled Bank balances Statement of 31<sup>st</sup> March 2021 and calculated reserves: (to be circulated).
  - iii To record the Clerk's publication of the RDC Community tax year 2021-2022.
  - iv To receive the Clerk's report re: the AGAR Audit progress 2020-2021.
  - v
    - i To agree an annual payment to the PCC for the Mission Hall rent for the year 2021-22 @ £250-00.
    - ii To discuss further support.
  - vi To agree a payment to Sutton PC re: Riverside Computers repair (Shared with Sutton) nett @ £44-00.
  - vii To agree a payment to Sutton PC re: Microsoft 365 Annual Office software (Shared with Sutton) nett @ £ 24-99.
  - viii To receive an Invoice March 2021 from the Clerk Mr B Summerfield re: Annual office charge @ £ 163-34 (to be circulated)..
  - ix To receive an Invoice March 2021 from the Clerk Mr B Summerfield re: Annual travel charge @ £ 87-40. (to be circulated).
  - x To receive an invoice from (EALC) annual subscription and NALC affiliation fee @ £73-09.
  - xi To record the payment February 2021 to (W&H (ROMAC) Ltd re: @ £80-70.
  - xii To record the payment February 2021 to (HMRC) re: PAYE-RTI Quarterly @ £153-00.
  - xiii To record the payment February 2021 to (B Summerfield) re: EALC (CiLCA registration Bursary) return @ £150-00.
  - xiv To record the Clerk's Standing Order salary payments of February/March 2021 @ £202-33 nett per month.
  - xv To record the D/D payments February/March 2021 to E-on re: streetlight energy @ £82-06/£74-12.
  - xvi To record the D/D payment to 1&1 re: February/March 2021 website Annual charge @ £109-24/ £8-44.
  - xvii To resolve: all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.
- Proposed by Councillors: ..... seconded by ..... and agreed by all.

**12. Paglesham Village Trust:**

- i The Chairman's report:
- ii Frances Field:
- iii Financial:

**13. Streetlighting:**

Councillor reports:

**14. Highways:**

Councillors reports:

**15. Signatures on all leading documents and cheques:**

i To record that all Resolved leading documents and the cheque book from the February 2021 Paglesham Parish Council 'Zoom' meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.

ii To agree that: all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.

Proposed by Councillors: ....., seconded by .....

**16. COVID-19 updates:**

The current Government 29<sup>th</sup> March 21 info.

**17. Website:**

i The website is to be brought up to date with the inclusion of this meetings' information.

ii To notify and record that the public's potential involvement at the all PPC Zoom meetings, are advertised on the Website, Parish Notice boards and Paglesham facebook!

**18. Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

Items:

**19. Private and Confidential:**

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

i To discuss the Clerk's request for a Salary increase based on the Clerk's CiLCA award and PPC terms of his contract (to be circulated).

ii If agreed; a letter to the Barclays Bank updating the salary Standing Order to the Clerk.

**20. Date of next Paglesham Parish Council Meeting by 'Zoom Online Conference'**

To agree: **Wednesday 9<sup>th</sup> MAY 2021 ? AGM at 6.45 pm.**